



PRESBYTERIAN & REFORMED  
JOINT COMMISSION ON  
CHAPLAINS & MILITARY PERSONNEL

*Endorsing Agency for:*

The Korean-American Presbyterian Church • The Orthodox Presbyterian Church • The Presbyterian Church in America  
• The Reformed Presbyterian Church of North America • The Korean Presbyterian Church in America (Koshin) •  
United Reformed Churches in North America

***Application for Chaplain Candidate Approval***

**Return to:** Douglas E. Lee, Executive Director, PRJC, 6613 Thurlton Drive, Alexandria, VA 22315

Cell: 678-701-5151 / FAX: 703-719-6685

**PRINT NAME IN FULL:** \_\_\_\_\_

SSN \_\_\_\_\_

DATE \_\_\_\_\_

**Applying for one of the Service Chaplain Candidate Programs (check one):**

**(Attach Photo Here)**

U.S. Air Force ( ) U.S. Army Reserve ( )

Army National Guard ( ) U.S. Navy ( )

**Address:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**1. Denomination:** KAPC \_\_\_ KPCA \_\_\_ OPC \_\_\_ PCA \_\_\_ RPCNA \_\_\_ URCNA \_\_\_ Other(\_\_\_\_\_)

**2. Presbytery:** \_\_\_\_\_ **Member of** \_\_\_\_\_ **Church.**

[ I \_\_\_ am \_\_\_ am not Under Care of this Presbytery ]

**3. Date and place of birth:** \_\_\_\_\_

**4. If naturalized,** give date of final papers: \_\_\_\_\_

**5. Marital status:** Married ( ) Widowed ( ) Divorced ( ) Separated ( ) Single ( )

**6. Wife's name:** \_\_\_\_\_

**7. Children** (Names & Birth-years.): \_\_\_\_\_

**8. Height:** \_\_\_\_\_ feet \_\_\_\_\_ inches **Weight:** \_\_\_\_\_

**9. Military, provide past training or service if any** (give branch, rate, rank & dates of service): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**10. Education** (give full names of institutions and exact addresses. **Enclose transcripts for all completed courses – copies are acceptable**):

Name & Location of College \_\_\_\_\_

Dates you attended \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Degree granted: \_\_\_\_\_

Name & Location of current or potential Seminary \_\_\_\_\_

Name & location of other school(s) \_\_\_\_\_

Dates you attended \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Degree(s) granted: \_\_\_\_\_

**12. Ministry Experience so far:**

\_\_\_\_\_  
\_\_\_\_\_

**13. Teaching experience**, if any. Give dates, names of schools, and subjects taught:

\_\_\_\_\_

**14. Present Occupation.** \_\_\_\_\_

\_\_\_\_\_

**15. Athletic experience:** \_\_\_\_\_

**Musical ability:** \_\_\_\_\_

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**16. Business/work experience:** \_\_\_\_\_

\_\_\_\_\_

**17. To the best of your knowledge, can you say you are in excellent health and in good physical condition?** \_\_\_\_\_ Yes \_\_\_\_\_ No (If 'No,' please Explain) \_\_\_\_\_

**18. References.** Find 1 Ruling Elder and 1 Teaching Elder in your denomination for references. (Make 2 copies of enclosed reference forms and give them each a copy; they will mail it to Doug Lee)

**19. Attach additional information if desired. Feel free to answer any of the above questions on extra pages.**

**20.** Enclose 3 brief papers (no longer than 1 page):

- **“What is Reformed Theology?”**
- **“Why I want to be a military chaplain”**
- **“This is my personal testimony”**

**21.** Enclose a **service fee** of \$25.00. Make the check out to **‘Chaplain Ministries.’**

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**Don’t hesitate to email or call - email to: [dlee@pcanet.org](mailto:dlee@pcanet.org); phone: (678) 701-5151)**

**All sections of this application should be returned to:**

**Douglas E. Lee, Executive Director, PRJC, 6613 Thurlton Drive, Alexandria, VA 22315**

# Chaplain Candidate Statement of Intent

## FOR MILITARY CHAPLAIN CANDIDATE APPLICATIONS ONLY:

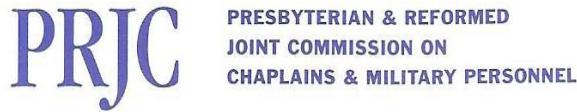
1. I agree to provide an annual ministry report which is to be furnished to the Executive/Associate Directors, my Presbytery, and my supporting church(s).
2. I also agree to update the PRJC administrative assistant each time my personal information or family situation changes. This includes leaving the program, approval for Active or Reserve ministry, etc.
3. I agree to participate in my Presbytery insofar as possible and keep them informed of my seminary progress.
4. I will be a member of a PRJC-related church...preferably in a member church of my denomination.
5. I understand that the military Service to which I am applying believes that I am intending to be either an active or Reserve chaplain officer at the end of my Candidate training.
6. I have discussed the above topics with the Executive and/or Associate Directors of the PRJC.
7. I have read and understand the information in the current version of the PRJC Chaplain's Manual found on the PRJC Chaplain Ministries website at: [www.prjc.net/chaplain](http://www.prjc.net/chaplain) resources

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## REFERENCE FORM

**Return to:** Douglas E. Lee, PRJC Executive Director, 6613 Thurlton Drive, Alexandria, VA 22315

Phone: (678) 701-5151; Fax: (703) 719-6685

**Regarding: (Name of Applicant)** \_\_\_\_\_

**Elder Name, Address, Phone** \_\_\_\_\_

The above named individual is applying for approval as a military Chaplain Candidate. A Candidate is a seminarian who is commissioned as a military officer while in seminary. He pursues some basic military education while a full-time seminary student. He has given your name as a reference, and we are asking your assistance in estimating his qualifications. In addition to the basic requirements of physical fitness, education, and eventual successful ministry experience, it is essential that candidates shall be of strong moral and spiritual character, equipped and called for leadership among the men and women of the military forces where he will be representing our Lord Jesus Christ and our Church.

It is possible that you cannot reply to all questions. If you have no knowledge or opinion on any matter, please indicate by a dash after the question. But please reply as completely as possible, being entirely honest and candid. If your answers will not fit in the allotted space, please use the back of this form to complete your thoughts on the subject. What you write is confidential and will not be communicated to the candidate or go outside the PRJC commission.

1. How long have you known the applicant and in what capacity? \_\_\_\_\_

2. Is he a college graduate? \_\_\_\_\_ College: \_\_\_\_\_

**In your opinion:**

3. Does he show a genuine concern for people? \_\_\_\_\_

4. Has he been successful in working with people? \_\_\_\_\_

5. Would you say his Christian convictions are deep-rooted? \_\_\_\_\_

6. Does he seem to have an ability to share the Gospel with young people? \_\_\_\_\_

7. Does he have good verbal and written communication skills? In what context have you heard him? \_\_\_\_\_

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8. Has he any special gifts or experiences that would add to his effectiveness as a chaplain-in-training?

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9. Has he any eccentricities that may hamper his effectiveness?

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10. Has he or his family any personal, domestic, or social handicaps, which would put him at a disadvantage as a future Chaplain?

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11. Is he financially responsible? Does he exercise Biblical stewardship?

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12. If the applicant is married, is his domestic life congenial? Is he the head of the family?

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13. If the applicant is married, will his wife support with his military call? Do you believe she could handle long periods of separation as happens in the case of many military chaplains?

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14. Would you recommend him as a candidate for the Chaplaincy?

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15. Please check the columns below with your candid estimate of the candidate's personal qualities:

	<u>Poor</u>	<u>Fair</u>	<u>Good</u>	<u>Excellent</u>	<u>Notes:</u>
Spoken English	( )	( )	( )	( )	
Written English	( )	( )	( )	( )	
Health	( )	( )	( )	( )	
Voice	( )	( )	( )	( )	
Mental Abilities	( )	( )	( )	( )	
Sense of Humor	( )	( )	( )	( )	
Refinement	( )	( )	( )	( )	
Tact	( )	( )	( )	( )	
Initiative	( )	( )	( )	( )	
Cooperativeness	( )	( )	( )	( )	
Emotional Stability	( )	( )	( )	( )	

12/14/2010

Moral Stability	( )	( )	( )	( )
Common Sense	( )	( )	( )	( )
Physical Appearance	( )	( )	( )	( )
Leadership Ability	( )	( )	( )	( )
Spiritual Maturity	( )	( )	( )	( )

16. Additional Information you wish to include: \_\_\_\_\_

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Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current Occupation: \_\_\_\_\_

WE VERY MUCH APPRECIATE YOUR HELP.

*Endorsing Agency for:*

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United Reformed Churches in North America

12/14/2010

**A SAMPLE LETTER FOR PRESBYTERY STATEMENTS  
ON A CHAPLAIN CANDIDATE'S STATUS**

(NOTE: The Presbytery Clerk can either send a letter following this format OR send the Executive Director an email with the same information – dlee@pcanet.org.)

Date

Presbyterian and Reformed Joint Commission on Chaplains and Military Personnel (PRJC)

ATTN: Douglas E. Lee

6613 Thurlton Drive

Alexandria, VA 22315

Dear Doug,

The (name of presbytery) of (name of denomination) hereby declares that (name of applicant) is (or will be) under care of (name of presbytery) and is thereby encouraged to pursue the required seminary education to become a military chaplain.

Signed by Clerk of Presbytery or Chairman of appropriate Presbytery committee

(name and title typed or printed below)



### CHAPLAIN CANDIDATE PERSONAL INTERVIEW

[NOTE: Doug Lee will arrange this interview]

**To the Interviewer:** Thank you for conducting this interview. Your candid observations are essential to identify the best potential chaplains. Please complete Part I and Part II during the interview. Complete Part III immediately afterward, as you reflect on your impressions of the applicant. Keep a copy for your file, and send the original to:

**Douglas E. Lee**  
**Executive Director, PRJC**  
**6613 Thurlton Drive, Alexandria, VA 22315**

#### PART I. FILL OUT FOR ALL APPLICANTS

**Name:** \_\_\_\_\_ **Spouse:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone: (H)** \_\_\_\_\_ **(W)** \_\_\_\_\_ **(C)** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ **Birth date:** \_\_\_\_\_ **Birthplace:** \_\_\_\_\_

**Married:** \_\_\_\_\_ **Single:** \_\_\_\_\_ **Children's Names and Birth years:** \_\_\_\_\_

*Type of Chaplaincy for which you are applying: (check all that apply)*

**Applying for one of the Service Chaplain Candidate Programs (check one):**

- |                     |     |                   |     |
|---------------------|-----|-------------------|-----|
| U.S. Air Force      | ( ) | U.S. Army Reserve | ( ) |
| Army National Guard | ( ) | U.S. Navy         | ( ) |

**Military Experience (Service, dates, location)** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**1. Academic Preparation:**

- Baccalaureate: Name & location of School: \_\_\_\_\_  
Degree and Major: \_\_\_\_\_ Year Granted: \_\_\_\_\_
- M. Div: Name of current seminary: \_\_\_\_\_
  
- Other Graduate Degrees: Name & Location of School(s): \_\_\_\_\_  
Degree and Major: \_\_\_\_\_  
Year Granted: \_\_\_\_\_

**2. Pastoral Preparation:**

- Denomination: KAPC \_\_\_ KAPC \_\_\_ OPC \_\_\_ PCA \_\_\_ RPCNA \_\_\_ URCNA: \_\_\_ Other: (\_\_\_\_\_) \_\_\_\_\_
  
- Presbytery: \_\_\_\_\_ Location: \_\_\_\_\_
  
- Congregation Membership \_\_\_\_\_
  
- You have served as (check all that apply):  
\_\_\_ Elder (dates) \_\_\_\_\_  
\_\_\_ Deacon (dates) \_\_\_\_\_  
\_\_\_ Other \_\_\_\_\_

3. What circumstances has God used to bring you to apply for the Candidate Program and Chaplaincy?  
\_\_\_\_\_  
\_\_\_\_\_

4. What goals do you have in pursuing chaplain ministry? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What spiritual gifts do you bring to the chaplain ministry? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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6. Have your family members expressed opinions on your pursuing chaplain ministry?

Yes. Key people in my family are all supportive of this endeavor.

No. Key people in my family are not supportive of this endeavor.

7. Family issues needing resolution before you enter the Chaplaincy include: \_\_\_\_\_

\_\_\_\_\_

8. Are you in good health?  Yes.

No, I wrestle with \_\_\_\_\_

\_\_\_\_\_

9. What personal or family health issues, if any, will influence your ability to minister as a chaplain?

\_\_\_\_\_

10. As a chaplain candidate, will you:

Stay in regular contact with your denomination and presbytery?  Yes  No

Submit the annual required report to the Commission in a timely way?  Yes  No

11. American culture is pluralistic. Diverse ethnic, racial, religious, and social groups participate in and develop their particular traditions and interest within the confines of our common civilization. What contributions do you intend to make to your pluralistic culture as a distinctly Reformed and Presbyterian chaplain?

\_\_\_\_\_

\_\_\_\_\_

12. How will you respond if you as a chaplain are directed to perform in a manner contrary to your convictions and/or denominational tenets? \_\_\_\_\_

13. Ministry in a pluralistic setting gives many chaplains ample opportunity for interpersonal friction and even overt conflict between peers, superiors, and subordinates. Reflect on your ability to cooperate with chaplains and others of radically different convictions, and to do so without compromising your own.

\_\_\_\_\_

14. Is there anything else I should know about your fitness to serve as a future chaplain?

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15. Are there any moral, financial or legal issues that might impact your acceptability as a future chaplain?

No  Yes (Please explain) \_\_\_\_\_

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<b>PART II. MILITARY ISSUES</b>
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**1. "I do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without any mental reservations or purpose of evasion; and that I will faithfully discharge the duties of the office upon which I am about to enter, so help me God ."**

This is the oath required to U.S. military officers, including chaplains. Are you prepared to take it?

Yes, I can take the oath in good conscience.

No, I cannot take the oath in good conscience.

2. Are you a U.S. citizen?  Yes.  No, I am a citizen of \_\_\_\_\_

3. Height: \_\_\_\_\_ Weight: \_\_\_\_\_lbs. Are you physically active (explain)? Yes  No

4. Are you available for worldwide deployment?  Yes  No

5. Have you prepared, if orders came, to leave your family and not see them again for up to a year at a time?

Yes  No

6. Have you discussed with your wife the implications for your family in the military environment and ministry?  Yes  No

7. How do, or might, the following affect your ability to make sound and timely decisions?

Lack of familiar surroundings: \_\_\_\_\_

Lack of sleep: \_\_\_\_\_

Lack of privacy or "personal space": \_\_\_\_\_

Working on a team with ungodly, profane men: \_\_\_\_\_

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Constant mobility: \_\_\_\_\_

A domineering boss: \_\_\_\_\_

Responsibility for the safety of large numbers of people: \_\_\_\_\_

Being outnumbered in a group decision: \_\_\_\_\_

Imminent physical danger: \_\_\_\_\_

**PART III. FOR THE INTERVIEWER ONLY**

Please comment on the following:

	<u>Poor</u>	<u>Satisfactory</u>	<u>Excellent</u>
Applicant's use of English	_____	_____	_____
Applicant's clarity of expression	_____	_____	_____
Applicant's bearing and posture	_____	_____	_____
Applicant's grooming	_____	_____	_____
Applicant's poise under pressure of interview	_____	_____	_____

**I DO \_\_\_ DON'T \_\_\_ judge this applicant to be qualified for approval as a chaplain candidate in the USAF \_\_\_ USA \_\_\_ USN \_\_\_.**

\_\_\_\_\_

Interviewer's Signature
Date
Place of Interview

Please send this signed and completed Interview Form to:

Douglas E. Lee, Executive Director, PRJC  
6613 Thurlton Drive, Alexandria, VA 22315,  
Or fax it to: 703-719-6685  
Or Scan and email it to dlee@pcanet.org1/23/09